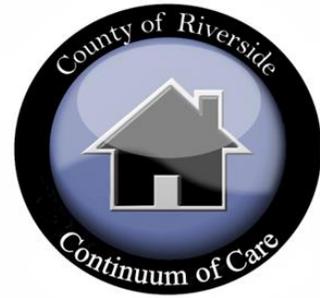


County of Riverside Continuum of Care (CoC)



Special Meeting Standards & Evaluation Committee Agenda December 12, 2019 | 2:00 – 3:00 p.m. DPSS: Children/Adult Services Office 901 E. Ramsey Street, Banning, CA 92220

Chairperson: Nicole Dailey, City of Lake Elsinore

Vice Chairperson: Linda Barrack, Martha's Village & Kitchen

Purpose

- Recommend baseline/performance standards for CoC in compliance with or in addition to funding guidelines/thresholds.
- Develop a process to evaluate performance of CoC and Emergency Solutions Grant (ESG) projects.
- Establish, train and support an annual funding application work group that consists of non-conflicted individuals.
- Responsible for conducting a gaps analysis for the CoC.

1. Call to Order: Welcome & Introductions – Roll Call

2. New Business

a. Board of Governance (BoG) Procurement Process

Rowena Concepcion, CoC CORE

Motion: Approve procurement process recommendation to the BoG

b. HUD-CoC Program Project Rating and Ranking Tool

Linda Salas, CoC CORE

Motion: Approve ranking tool rating criteria

3. Call for Agenda Items for Next Meeting

- February 20, 2020, 1:30– 3:30 p.m., DPSS Office, 63 S. 4th Street, Banning, CA
- ESG Written Standards (review)
- Gaps Analysis

4. Announcements

5. Adjournment



County of Riverside Continuum of Care Procurement Requirements & Standards



SECTION I CORE PRINCIPLES

This section provides the purpose and goals of the procurement requirements, standards and allocation of state and federal funding that is transparent, fair and equitable.

A. Overview

The County of Riverside Continuum of Care (CoC) is the community-based collaborative planning body responsible for meeting the goals of ending and preventing homelessness. As required by the U.S. Housing and Urban Development (HUD), the CoC established the Board of Governance (BoG) as the CoC's decision-making body to approve funding priorities and allocation; to establish appropriation policies and procedures; to approve funding applications to obtain homeless funds into Riverside County; and to allocate those funds on behalf of the CoC.

The CoC has designated the County of Riverside Department of Public Social Services (DPSS) as the HUD Collaborative Applicant (CA) and Administrative Entity (AE) for state homeless funds, to support and implement the BoG's decisions. As a county department, DPSS is required to seek approval from the Riverside County Board of Supervisor (BoS) to accept state and federal funds, and to contract and bid for services on behalf of the CoC-BoG. Resulting contracts from the procurement process conducted on behalf of the CoC will be established between the County of Riverside and the agencies selected by the BoG.

B. Purpose

This document sets forth the BoG's standard procedures for distributing state and federal funding specifically allocated to the County of Riverside CoC homeless programs. Unless otherwise directed by the BoG, all CoC funds will be distributed through a competitive bid process by releasing a Request for Proposal (RFP) or Request for Qualification (RFQ), in accordance with the County of Riverside ordinances and consistent with government code.

This document provides the following:

- Approval responsibilities of the Continuum of Care Board of Governance and County of Riverside Board of Supervisors
- Procurement, project/vendor selection requirements, and appeals process
- Roles and responsibilities of DPSS acting as the CA and AE on behalf of the CoC and BoG along with other County of Riverside departments (County Counsel, County Executive Office, Economic Development Agency, Purchasing and Fleet Services) with regular interface with CoC projects

C. Goals

The goal of the CoC *Procurement Requirements & Standards* is to ensure the procurement process carried out by DPSS and County of Riverside departments on behalf of the CoC and BoG is:

- Transparent and objective with a consistent and structured process so funding applicants are aware of the expectations and requirements when applying for CoC funds
- Compliant with County Board of Supervisor policies, government code, and state and federal funding requirements
- Aligned with best practice standards established by County of Riverside's Purchasing
- Efficient to expedite procurement and contracting process to meet the time constraints that are associated with expending these funds for homeless programs

D. Funding Priorities

On October 18, 2018, the BOG adopted the following funding principles to prioritize the use of CoC funds. These principles are included when evaluating funding proposals.

- Invest in programs that will immediately impact reduction of homeless youth, individuals and families, or prevent them from becoming homeless
- Invest in programs that demonstrate ongoing, long-term, or sustainable results
- Invest in programs addressing significant service gaps by targeting high-need communities (identified through the annual Point-In-Time Count), under-served or hard-to-serve geographic or special subpopulations
- Invest in programs that emphasize a comprehensive service delivery approach or wraparound services to ensure successful housing and self-sufficiency outcomes
- Invest in solutions to address the unique needs of homeless individuals living in encampments
- Invest in programs that support Riverside County's Action Plan emphasizing the expansion of system coordination housing resources outreach, navigation, and supportive services
<http://dpss.co.riverside.ca.us/files/pdf/homeless/hl-county-plan-v8-recommendations-011618.pdf>
- Identify gaps and address priority needs based on objective data such as HMIS, annual Point-In-Time Count, System Performance Measures and Coordinated Entry System (CES) By-Name List

SECTION II ROLES & RESPONSIBILITIES

This section outlines the roles and responsibilities of key stakeholders who will be responsible for developing and implementing the CoC's procurement process from the initial phase of development to finalized contractual agreement.

- A. Continuum of Care Board of Governance (BoG) – The BoG has the responsibility of approving all homeless funding, funding process, funding policies and procedures, RFP project selection and contract awards. This includes, but not limited to the following:
- Review and provide oversight for all new and ongoing CoC homeless funding allocation, revenues, and expenditures followed by the selection of a funding distribution methodology for RFPs, sole source, or renewal awards
 - Approve applications to obtain public (state or federal), private, and new funding on behalf of the CoC
 - Administer funding decision's appeals process, provide final approval of evaluator recommendations, and award protest review and outcomes, in partnership with County of Riverside DPSS and Purchasing Department
- B. County of Riverside Department of Public Social Services (DPSS) - As the collaborative applicant and administrative entity, DPSS is the lead agency responsible for initiation and award of any homeless program funding, including the following:
1. *DPSS Continuum of Care Coordination, Oversight, Reporting and Evaluation (CORE) Region*
 - a. Review initial notification of funding availability
 - b. Secure the State or Federal rules for applying
 - c. Bring forth, to the BoG, the availability of funding
 - d. Analyze funding as to how it pertains to homelessness
 - e. Notify the parties below of the BoG decision on funding allocation:
 - DPSS Contracts Administration Unit (CAU)
 - DPSS Fiscal-Management Reporting Unit (MRU)
 - Executive Office
 - County Purchasing and Fleet Services
 - EDA (if applicable of Capital projects)
 2. *DPSS & CoC Review and Rank Committee* - Consisting of 17 or more volunteers who represent both CoC members and non-CoC affiliated individuals, the DPSS & CoC Review & Rank Committee are responsible for reviewing all funding applications that have met minimum threshold requirements. Committee members shall meet the following qualifications:
 - Non-conflicted (per the HEARTH ACT -§ 578.95 Conflicts of Interest)
 - Knowledgeable of the local homeless situation

- Completion of mandatory training on HUD, HEARTH Act, state, policies, procedures, regulations, requirements, evaluator's role and responsibilities, how to review and rank applications, etc.
 - Commitment of time to attend trainings, review assigned applications and attend a group meeting to discuss the proposals and make clarifications.
3. *DPSS Contracts Administration Unit (CAU)* – responsible for developing the RFP/RFQ, developing contract, negotiating with vendors, completing Form-11's and working with external resources to produce a contractual document. CAU will work with County Counsel's Office to finalize all contracts on behalf of the CoC/BoG for approval submission to the Board of Supervisors. This includes the following actions in consultation with County Purchasing and DPSS program staff:
- Develop and release RFP Template, Scope of Work (SOW), and Fiscal obligations
 - Assist with Bidder's Conference
 - Assist with Bidder's closing deadline and threshold review minimal criteria as defined in the RFP
4. *DPSS Fiscal Management Reporting Unit (MRU)*- responsible for overseeing the fiscal administration of all federal, state and county general Homeless projects, including:
- Manage new fiscal funding as needed
 - Provide preliminary financial information for draft RFP
 - Provide review of RFP budget proposals contract fiscal terms and conditions
 - Monitor project budgets and expenditures
 - Process claims and payments
 - Review and recommend all amendments that require fiscal changes
- C. County Purchasing and Fleet Services – responsible for providing subject matter expertise, technical assistance, and ongoing consultation to DPSS staff on procurement guidelines and implementation of best practices to implement a competitive bid, protest, and contract award processes. County Purchasing will also be responsible for assisting DPSS in finalizing the RFP template; co-facilitating the bidder notification and conference; review of appeals requests; and ensure quality control and integrity of evaluation process.
- D. County Counsel - responsible for providing legal opinion, representation, advice and counsel to the Board of Supervisors, County departments and CoC Board of Governance.

SECTION III

PROCUREMENT, APPLICATION REVIEW, AWARD AND PROTEST PROCEDURE

This section summarizes the process and procedures in allocating federal and state funds. It also includes project selection, scoring criteria and appeals process developed by the CoC Standards and Evaluation Committee and approved by the BoG.

A. Procurement Standard

The standard procurement procedure for CoC funds will be implemented based on the CoC Purchasing Procurement Procedures (**Attachment 2**). Exemption to the standard procedures requires BoG approval.

B. Application Review

Proposals are to be evaluated based on the criteria developed by the CoC Standards and Evaluation Committee and approved by the BoG (**Attachment 1**). Applicants must meet minimum threshold to be forwarded to the CoC Review and Rank Committee for consideration. Evaluation criteria for RFPs should include (but is not limited to) the following:

- Technical specs/performance outcomes
- Applicable experience
- Organizational capacity
- References
- Overall responsiveness to RFP requirements
- Financial stability

C. Award Procedures

The CoC Review and Rank Committee evaluates, ranks proposals and makes recommendations to the BoG. Applications should meet a minimum score of 80% to be eligible for funding. Prior to making final decisions, the Board of Governance will receive a full presentation and overview of the Review and Ranking Committee's funding recommendations. After the BoG approved a proposal, a notice of award will be sent to all offeror's and any other interested parties. The Notice of Intent to Award will be posted to the bidding site within 14 days.

D. Award Protest

A vendor has the right to file a written appeal if bypassed an award and if the appeal meets all the criteria defined herein. As the decision-making body for the County of Riverside Continuum of Care (CoC), the CoC - Board of Governance is responsible for the review and final disposition of any bid solicitation protest. The Riverside County Purchasing & Fleet Services Department (Compliance Contracts Officer) in partnership with DPSS will facilitate the award protest process as outlined in Attachment 3.

SECTION IV CODES OF CONDUCT

A. Conflict of Interest

The CoC procurement process will comply with the codes of conduct and conflict-of-interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations). All potential conflicts should be disclosed to DPSS immediately.

1. CoC Board of Governance - No Continuum of Care board member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.
2. County Employees - No employee, officer, or agent of the County shall participate in the selection, award, or administration of a contract where any of the following has a financial or other interest in that contract:
 - The employee, officer, or agent
 - Any member of his or her immediate family
 - His or her business partners
 - An organization in which any of the above is or has been during the previous twelve (12) months, an officer, director, board member, employee, or consultant
 - A person or organization which whom any of the above individuals is negotiating employment or has any arrangement concerning prospective employment.
3. Review and Rank Committee - After receiving the applications and identifying the organizations in the RFP, evaluators must ensure they have no potential conflict of interest to avoid the appearance of impropriety in the evaluation process.
 - Evaluators and members of his or her immediate family must not work or volunteer for an agency that is currently receiving CoC funding, and/or applying for new or additional funding:
 - An organization in which any of the above is/or has been during the previous twelve (12) months, an officer, director, board member, employee, or consultant
 - A person or organization which whom any of the above individuals is negotiating employment or has any arrangement concerning prospective employment
 - All evaluators must sign the Code of Conduct and Ethics Statement (**Attachment 4**)

B. Confidentiality

To ensure that the review panel acts in a fair and impartial manner, the following information will be maintained in a confidential manner:

- Identities/names/organizational affiliation of the review panel (Government Code section 6254(k) and Evidence Code section 1040(b)(2))

- All procurement evaluation and scoring material during the evaluation period
- All applications submitted for funding until negotiations with the winning applicants is complete (*Michaelis, Montanari & Johnson (2006) 38 Cal.4th 1065, 1077*)

Evaluators and all parties involved may not communicate with bidders during the bidding period, evaluation and selection process. County staff may communicate with bidders provided that the communication is not related to this project.

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SECTION VI KEY TERMS

Administrative Entity (AE) - is the CoC's designated agency to receive and administer State of California grant funds.

Continuum of Care (CoC) – coordinating body that oversees the implementation of homeless programs in Riverside County.

CoC Board of Governance (BOG) – The decision-making body of the Continuum of Care (CoC) that makes decision on how to allocate and award CoC homeless funding.

CoC Coordination, Oversight, Research and Evaluation (CORE) Region – The Department of Public Social Services (DPSS) unit that works directly with the CoC and BOG performing administration as well as programmatic roles with homeless dollars. Represents DPSS as the HUD CoC Collaborative Applicant and state Administrative Entity.

Collaborative Applicant (CA) – is the eligible applicant designated by the CoC to:

- Submit the CoC Consolidated Application to HUD
- Apply for CoC planning funds on behalf of the CoC
- Provide administrative support to the BoG, CoC and CoC sub-committees Collaborate with the CoC to develop a governance charter, to comply with HUD guidelines. (24 CFR 578. 7(a)(5))
- Collaborate with the CoC to establish performance evaluation criteria/outcomes for funding allocation.
- Collaborate with CoC to release RFP for new projects including evaluation and selection process; review and rank committee, and scoring
- Conduct the annual homeless Point-in-Time Count
- Complete and submit all HUD reporting requirements

Contract Administration Unit (CAU) – The Department of Public Social Services unit is responsible for bidding and contracting for homeless services.

County Counsel – responsible for providing legal opinion, representation, advice and counsel to the Board of Supervisors, County departments and CoC Board of Governance

County Purchasing and Fleet Services – The Purchasing Services division oversees County purchasing and procurement practices for all County departments and agencies. County Purchasing activities include developing contracts, requests for proposal/quotations, purchase order issuance, vendor registration, contract compliance and audit functions, and other special projects.

DPSS Fiscal – The Department of Public Social Services Fiscal Department also referred to as Management and Reporting Unit (MRU has full responsibility as the fiscal administrator.

Executive Office (EO) – The Riverside County Department responsible for approving operations, contracts, budgets and policy with the Riverside County Board of Supervisors.

Economic Development Agency (EDA) – Riverside County Department has the expertise and resources to implement capital improvement projects.

Housing and Urban Development (HUD) – The U.S. Department of Housing and Urban Development.

Riverside County Board of Supervisor (BOS) – Legal governing body of Riverside County and responsible for overall mandates and funding.

Vendor - refers to any employee, agent, or representative of the contract company used in conjunction with the performance of the contract. For the purpose of this document, Vendor, Contractor, and Bidder are used interchangeably.

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Attachment 1

Riverside County CoC – Review & Evaluation Process

Part I: Threshold Evaluation	
Application Threshold Review	<ul style="list-style-type: none"> • Applicant has met all terms and conditions specified in the RFP • Applications must include all documents including attachments and information required by the application deadline. NO EXCEPTIONS will be granted
Program Eligibility	<ul style="list-style-type: none"> • Project addresses an immediate homelessness challenge. • Project will serve individuals or families that meet the definition of homeless in 24 CFR 578.3
Alignment with Federal and State Housing First Policies	<ul style="list-style-type: none"> • The applicant has addressed each of the core practices for services projects (CCR 25 8409 b) and all 11 core components (WIC Title Chapter 6.5 8255 b) in California’s Housing First Policy for housing projects and HUD’s policy requirements on Housing First
Homeless Management Information System	<ul style="list-style-type: none"> • The applicant commits to use of HMIS, including timeliness and data quality standards, demonstrates adequate capacity for data collection and reporting
Coordinated Entry System (CES)	<ul style="list-style-type: none"> • The applicant commits to participate in CES and complies with CES Policies and Procedures
Financial Feasibility and Capacity	<ul style="list-style-type: none"> • The applicant must show they have the financial capacity to carry out the project and project cost must be reasonable and feasible
Match Requirement (if applicable)	<ul style="list-style-type: none"> • Must provide documentation for proof of match (Nonpayment of match could jeopardize future funding or funding renewal)
Part II: Project Review and Scoring Criteria (80% threshold)	
<i>Performance Measures (if applicable)</i>	
Housing Stability (Obtain and maintain permanent housing)	<ul style="list-style-type: none"> • Measures the percentage of project participants who remain housed or move on to other permanent housing
Employment and Income Growth (20%)	<ul style="list-style-type: none"> • Measures the percentage of adult participants who maintain or increase their income level through employment/earned income over the program year
Bed Utilization PH (85%)	<ul style="list-style-type: none"> • Measures occupancy rates beds/units supported by the project
Access to Mainstream Benefits and Supportive Services for Participants	<ul style="list-style-type: none"> • Measures whether the project provides regular or as needed transportation assistance to mainstream and community resources, including appointments, employment training, educational programs, or jobs • Measures whether the project uses a single application form that allows program participants to sign up for four or more mainstream programs • Measures whether the project regularly follows-up with program participants to ensure that they have applied for, are receiving their mainstream benefits, and renew benefits when required: PSH – at least annually - RRH – at least monthly • Measures whether program participants have access to SSI/SSDI technical assistance. The assistance can be provided by the

	<p>applicant, a sub-recipient, or a partner agency through a formal or informal relationship</p> <ul style="list-style-type: none"> Measures whether the sub-recipient staff person who will be providing the SSI/SSDI technical assistance has completed SOAR training, in the past 24 months
HMIS Data Quality	<ul style="list-style-type: none"> Measures the timeliness, accuracy and completeness of HUD-required universal data elements and program specific data elements: <ul style="list-style-type: none"> Client entry and exit must be recorded within 7 days. Information entered in HMIS must be valid and accurately represent client information Collect all required Universal Data Elements and Program Specific Data Elements
Capital Improvements	<ul style="list-style-type: none"> Must show site control Must provide a timeline to ensure project is up and running prior to the project expenditure deadline Must demonstrate prior experience in carrying out the proposed activity; if no experience must collaborate with an experienced project manager/developer, etc.
Program and Fiscal Compliance	
Annual Performance Reports (APR)	<ul style="list-style-type: none"> Measures whether projects submit their APR for review to DPSS within 60 days after the project ends
Monitoring Reports	<ul style="list-style-type: none"> Measures whether the project has had any findings during the 12-month period based on the most recent monitoring report by the Collaborative Applicant (DPSS)
Monthly Submission of Claims	<ul style="list-style-type: none"> Measures whether the project submits claims monthly as required. Evaluated during most recent 12-month grant period
Recaptured Funds (unspent funds)	<ul style="list-style-type: none"> Measures whether the project returned any funds in the last 2 years (completed). Based on percentage of total project budget <i>Note: Any unspent funds are subject to being reallocated regardless of amount or score.</i>
Cost-effective Case Management	<ul style="list-style-type: none"> Measures percentage of budget costs in case management and other supportive services. The CoC does not have written standards on this, so cost effectiveness will be based on an average of the total cost per bed for all projects in that component. The BOG will factor in projects that serve high barrier clients with increased cost for supportive services
HUD-CoC Priorities and Requirements	
Quickly move participants into permanent housing (Renewal Projects Only)	<ul style="list-style-type: none"> Measures whether project will move program participants into permanent housing within 30 days of first assessment
Housing First: rapid placement and no preconditions for service (New Projects Only)	<ul style="list-style-type: none"> Measures the project's entry process that prioritizes rapid placement and stabilization in permanent housing that does not have service participation requirements or preconditions (such as income, sobriety, criminal history)
HEARTH Act Compliance	
Participation of homeless in decision-making	<ul style="list-style-type: none"> Measures whether the agency provides for the participation of not less than one homeless individual or formerly homeless on the

	board of directors or other equivalent policymaking entity of the sub-recipient
Participation of homeless through employment or volunteerism	<ul style="list-style-type: none"> Measures whether the agency, to the maximum extent practicable, involves homeless individuals and families through employment; volunteer services; or operating the project, and in providing supportive services for the project
Engagement in religious activities	<ul style="list-style-type: none"> Measures whether the agency uses direct program funds to support or engage in any explicitly religious activities, including activities that involve overt religious content, such as worship, religious instruction, or proselytization, or any manner prohibited by law. Any federal and state funds distributed by the CoC can only be spent on non-religious social services activities and cannot mandate participation in religious activities to receive services
Involuntary family separation	<ul style="list-style-type: none"> Measures whether the project accepts all families with children under age 18 without regard to the age of any child. The age and gender of a child under the age 18 must not be used as a basis for denying any family's admission to project receives funds under this part (24CFR§578.93)
Discrimination Policy	<ul style="list-style-type: none"> Measures whether the project does not discriminate for project entry
CoC Participation	<ul style="list-style-type: none"> Measures whether the agency participates as a CoC member in good standing. As required in the Board of Governance Charter for the Continuum of Care, each agency must have a designated representative who is required to attend fifty percent plus one (50% + 1) CoC meetings per year
Housing Quality Standards (HQS) Compliance	<ul style="list-style-type: none"> Measures whether the project meets applicable housing standards
HQS Corrective Action Plan	<ul style="list-style-type: none"> Measures whether project received a corrective action plan in the last two years
Part III: Project Selection and Appeals Process	
BoG Review and Selection Process	<ul style="list-style-type: none"> Prior to making final decisions, the Board of Governance will receive a full presentation and overview of the Review and Ranking Committee's funding recommendations
Appeals Process	<ul style="list-style-type: none"> An appeals group will be created from the Review and Rank Committee through a lottery process. DPSS CoC CORE will provide the same information that was provided to the Review and Rank Committee during their review process. History of project performance should be enclosed when an appeal is submitted. Appeals must be submitted in the form of a written letter to DPSS CoC CORE A formal protest must contain the following to be considered: <ul style="list-style-type: none"> A specific identification of the statutory or regulatory provision(s) that the alleged action is in violation. A specific description of each act alleged to have violated the statutory or regulatory provision(s) A precise statement of the relevant facts, and identification of the issue or issues to be resolved Complaints about events or decisions made before the solicitation deadline

	<ul style="list-style-type: none">○ Complaints that the solicitation unduly constrains competition through improper minimum qualifications or specifications○ Complaints that the pre-bid conference was not fair or accessible. (Please note that bidders must attend in person all mandatory pre-bid conferences)○ Complaints that questions were not fully or properly addressed by the Procurement Contract Specialist/Buyer○ Complaints that the Request for Proposal/Quote/Qualification did not provide adequate information or contained an improper criterion○ Other matters known or that should have been known, to interested bidders by reading the solicitation document
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Attachment 2

CoC Purchasing Procurement Procedures

The standard procurement procedure for CoC funds will follow the required steps outlined below:

Public Notice	
1	Adequate Public Notice of the RFQ/RFQ shall be shared with a sufficient number of potential bidders and posted on County Purchasing and DPSS web page.
Request for Proposal (RFP) or Qualification (RFQ) Development	
2	A scope of work (SOW) is developed by a subject matter expert (SME).
3	The SME forwards the SOW to appropriate department staff and/or Purchasing for review/edits.
4	Appropriate department staff or the Purchasing draft the RFP/Q (using Purchasing approved boilerplates) and submit to the SME and any additional department stakeholders for approval prior to posting.
5	Upon approval, Purchasing posts the RFP/Q to Public Purchase, DPSS website and emailed to CoC CORE listserv.
Bid Period	
6	A bidder period shall be set that affords bidders a reasonable time to prepare for bids.
7	A minimum of 14 calendar days shall be provided unless otherwise approved by the BoG
8	When a bid includes a pre-bid conference, the bid close date shall be no less than 14 calendar days after the pre-bid conference or posted bid addendums.
Pre-Bid Conferences	
9	It is at the discretion of DPSS in consultation with the County of Riverside's Purchasing Department to determine if a pre-bid meeting is needed. The greater the complexity of the proposal, the greater the need for a pre-bid meeting.
10	If held, pre-bid conference information must be included in the RFP/Q documents and issued a minimum of 10 working days in advance of the conference date.
11	All attendees are required to sign in. If designated as mandatory, only bidders in attendance will be able to submit bid responses.
12	If the pre-bid conference results in necessary changes to the bid documents, an addendum to the RFP/Q must be issued.
Bid Submissions	
13	Hardcopy submissions shall be delivered to County Purchasing and time-stamped upon receipt; late submissions are not to be accepted. Currently, all RFPs require hardcopy submission.
14	Bids and bid modifications should be received by appropriate staff and stored unopened in a secure location until bid opening.
Negotiation/Clarifications	
15	Whenever appropriate, written or oral discussions may be held with bidders to resolve uncertainties in their proposals.

16	Clarifications may be accomplished in two ways, written clarification and a presentation/demonstration, or just in a written clarification. If clarification is requested, Purchasing will draft the clarification letter and send to the vendor(s). A written response(s) must be received for a written clarification from the vendor(s).
Award Process:	
17	<p>After the successful proposal is approved by the BoG, a notice of award will be sent to all offeror's and any other interested parties. This Notice of Intent to Award should be posted to the bidding site 14 days prior to the expected BOS or contract execution date and contain the following information:</p> <ul style="list-style-type: none"> • Name of the issuing agency • Solicitation number and name • List all vendors that submitted proposals • Name the successful vendor. • Notice of the right to protest the award in writing to the responsible Procurement Officer within ten (10) days after the interested party knew or should have known about the award decision. • Procurement Officers name and contact information
18	For award requiring BOS approval, a F-11 should be drafted along with the awarded contract(s). F-11 and contract review should follow internal department review standards and County procedures for required approvals.
19	Purchasing shall ensure that appropriate signing authority is executed for all agreements. Authority limits for Purchasing staff and the Board of Supervisor are granted through Ordinance 459.

Attachment 3

County of Riverside Continuum of Care (CoC) Appeals Process

A. Award Protests

As the decision-making body for the County of Riverside Continuum of Care (CoC), the CoC - Board of Governance is responsible for the review and disposition of any protest of a bid solicitation. Through the procurement process to be facilitated by the Riverside County Department of Public Social Services (DPSS), the CoC's Collaborative Applicant and Administrative Entity, a vendor does have the right to protest if bypassed an award, however the protest must be a legitimate request.

B. Review of Solicitation Requirements and/or Specifications

A vendor may seek a review of the solicitation requirements and/or specifications by written request to DPSS provided that the written request is received prior to the timeline specified in the solicitation deadlines. If a potential bidder finds issues contained in the solicitation that may result in a protest it is incumbent upon the potential bidder to contact DPSS as soon as possible to express their concerns.

Please note that the Public Records Request does not apply to contracts or bids that may still be in the evaluation process, and no recommendation for award has been determined. The vendor must follow the County's Public Records Request policy that is available online at: www.Purchasing.co.riverside.ca.us.

C. Bid Protest Procedure

1. Upon a determination of vendor selection from a bid process, DPSS will post a "Notice of Intent to Award" on the DPSS and County Purchasing Department websites.
2. Non-selected vendors will have five (5) business days from the date the award notice is posted to file a formal appeal with the BOG. The appeal shall be delivered by the vendor in writing through e-mail, follow up letterhead, and include the specific facts, circumstances, reasons, and/or basis for the appeal.
3. Bid protests must be filed prior to the award of contract or purchase order issued. Upon execution of the contract or purchase order to the selected vendor, the BOG will not take action on a bid protest if not received during the solicitation period.
4. If a vendor bid protest is appropriately filed (i.e., prior to the award) the BOG may delay the award of a contract or purchase order until the matter is resolved. There are, however, situations where the delay of an award may not be in the best interest of the CoC due to time critical acquisitions such as the grant funding requirements. In these instances, the BOG has no obligation to delay or otherwise postpone an award of a purchase order or contract based on a vendor protest. In all cases, the BOG reserves the right to make an award when it is determined to be in the best interest of the CoC to do so.

D. Protest Form and Content

All protests shall be in writing and state that the bidder is submitting a formal protest, and the protesting vendor is responsible to assure the protest is received within the protest deadlines. If the BOG does not receive the protest within the specified deadline, the protest will be rejected.

The mailing address for all protests:

County of Riverside DPSS – Adult Services Division
CoC – CORE (Coordination, Oversight, Reporting and Evaluation) Region
1111 Spruce Street, Riverside, CA 92507

Include the following information in the appeal letter. Failure to provide the following information could result in rejection of the Vendor's protest:

1. Company name, mailing address, phone number, and name of company individual responsible for submission of the appeal.
2. Email address for communication, clarification, and disposition of the pending protest.
3. Specify the County Bid Number, title and close and proposed award date of the solicitation.
4. State the specific action or decision being protested.
5. Indicate the basis for the protest.
6. Indicate what relief or corrective action you believe the BOG should make.
7. Demonstrate that every reasonable effort was made within the schedule provided, for you to resolve the basis of the protest during the process, including asking questions, seeking clarification, requesting addenda, and otherwise alerting the BOG to any perceived problems.
8. Protest letter must be signed by an authorized agent of the company.

E. Grounds for Protest

A formal protest must contain the following to be considered:

1. A specific identification of the statutory or regulatory provision(s) that the alleged action is in violation.
2. A specific description of each act alleged to have violated the statutory or regulatory provision(s).
3. A precise statement of the relevant facts, and identification of the issue or issues to be resolved.
4. Complaints about events or decisions made before the solicitation deadline.
5. Complaints that the solicitation unduly constrains competition through improper minimum qualifications or specifications.
6. Complaints that the pre-bid conference was not fair or accessible. (Please note that bidders must attend in person all mandatory pre-bid conferences).
7. Complaints that questions were not fully or properly addressed by the Procurement Contract Specialist/Buyer.

8. Complaints that the Request for Proposal/Quote/Qualification did not provide adequate information or contained an improper criteria.
9. Other matters known or that should have been known, to interested bidders by reading the solicitation document.

F. Protest on items known after bid deadline

After the bid closing deadline, only vendors that submitted a bid are eligible to protest.

G. Inquiry or Intention does not constitute a Protest

Notice of an intention to protest does not substitute for filing of a protest following the form and content required within the deadlines stated. Further, casual inquiry or complaint that does not specifically identify the purpose as a protest, and does not comply with the form, content and deadlines herein, are also not considered or acted upon as a protest action.

H. Protest Deadlines

Protests must be received by DPSS via email to DPSS CoC-CORE@rivco.org with a formal letter no later than 4:00 p.m. Pacific Time five (5) business days after the date the Request for Proposal/Quote/Qualification award notice is posted. Protests received after the time specified are untimely and may be denied on that basis unless the BOG concludes that the issue/s raised by the protest involve fraud, gross abuse of the procurement process, or indicate substantial prejudice to the integrity of the procurement process.

DPSS shall make efforts to distribute the announcement to the affected bidder(s), such as posting on the County's website. However, it is the Bidder's responsibility to seek out and obtain the announcement from the County website. The BOG is not responsible for assuring the Bidders have learned of the announcement in time to file a protest.

Protest Appeal Process

The BOG will review the protest. All available facts will be considered, and the BOG shall issue a decision. This decision shall be delivered in writing by e-mail (will be followed up with a hard copy) or mail the notice to the protesting bidder within thirty (30) days of confirmed receipt.

CODE OF CONDUCT & ETHICS

GENERAL PROPOSAL EVALUATION POLICY

1. Evaluators and Facilitators are strongly encouraged to be receptive to counsel from their colleagues and to cooperate by promoting a spirit of teamwork and unity. All involved in the evaluation process must be fair, reasonable and open-minded, with no favoritism. Individual proposals need to be completed and returned by the Evaluators to the Facilitator at the required date. The evaluation process shall be comprehensive and expeditious.
2. Central Purchasing is required to approve the selection of evaluators. No substitute evaluators, unless approved by Central Purchasing, prior to the evaluation meeting deadline.
3. Evaluators are required to take the evaluation process seriously, to be prepared and have their evaluation completed, prior to the designated evaluation meeting.
4. Evaluators and all parties involved will not communicate with the proposer's (vendors) during the bidding period, evaluation and selection process. County staff may communicate with proposers provided that the communication is not related to this project.
5. If more information or data is required before completing an evaluation, the Contract Analyst/Specialist may make arrangements to gather and sort them, depending on this situation.
6. Evaluators are required to be present at evaluation meetings; otherwise your evaluation "may" not be included.
7. **Gifts:** The County's officers, employees, and agents, including County contractors and their agents, shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors, and shall avoid any appearance of doing so at any time.
8. **Conflict of Interest:** No employee, officer, or agent of the County shall participate in the selection, award, or administration of a contract where any of the following has a financial or other interest in that contract:
 - 8.1 The employee, officer, or agent.
 - 8.2 Any member of his or her immediate family.
 - 8.3 His or her business partners.
 - 8.3 An organization in which any of the above is, or has been during the previous twelve (12) months, an officer, director, board member, employee, or consultant.
 - 8.5 A person or organization which whom any of the above individuals is negotiating employment or has any arrangement concerning prospective employment.
9. **Audio recordings may be used during evaluation meetings:** With bids that are high dollar and/or have complicated specifications and/or involve multiple departments or non-County staff, there may be an option to use audio recordings during evaluation meetings. In the rare occasion that audio recordings are used, it is a requirement to keep them on file for five (5) years as a public record.

By signing below the evaluator is acknowledging they have reviewed and understand the Code of Conduct and Ethics statement.

PRINT NAME: _____

SIGNATURE: _____

AGENCY: _____

DATE: _____

RFP/Q # _____

Form #116-321 Rev 10/05/06

NAVIGATION

- Customize Threshold Requirements
- Customize Renewal/Expansion Project Rating Tool
- Customize New Project Rating Tool

CUSTOMIZE NEW AND RENEWAL/EXPANSION PROJECT THRESHOLD REQUIREMENTS

CoC Threshold Requirements *(Delete the X in the box next to any requirements you do not wish to include.)*

- Coordinated Entry Participation
- Housing First and/or Low Barrier Implementation
- Documented, secured minimum match
- Project has reasonable costs per permanent housing exit, as defined locally
- Project is financially feasible
- Applicant is active CoC participant
- Application is complete and data are consistent
- Data quality at or above 90%
- Bed/unit utilization rate at or above 90%
- Acceptable organizational audit/financial review
- Documented organizational financial stability

(The first five requirements are process either as Threshold Rec

CUSTOMIZE RENEWAL/EXPANSION PROJECT RATING TOOL

Using the drop-down menu on the left customize rating factors for each project type or delete the type to view all factors at once.

Delete the X in the box besides any rating factor you do not wish to include. If desired, adjust the factor/goal and point value for each measure. You can add additional locally-defined criteria below. See Data Source Chart for information about where to obtain data to use in scoring.

Performance Measures

Length of Stay

- RRH - On average, participants spend XX days from project entry to residential move-in
- PSH - On average, participants spend XX days from project entry to residential move-in
- TH - On average, participants stay in project XX days
- TH+RRH - TH Component - On average, participants stay in project XX days
- TH+RRH - RRH Component - On average, participants spend XX days from project entry to residential move-in

Factor/Goal

Max Point Val

15	days	20	points
15	days	20	points
180	days	20	points
	days	10	points
	days	10	points

Exits to Permanent Housing

- RRH - Minimum percent move to permanent housing
- PSH - Minimum percent remain in or move to permanent housing
- TH - Minimum percent move to permanent housing
- TH+RRH - RRH Component - Minimum percent move to permanent housing

90	%	25	points
90	%	25	points
90	%	25	points
90	%	25	points

Returns to Homelessness (if data is available for project)

- RRH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing
- PSH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing
- TH - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing
- TH+RRH - RRH Component - Maximum percent of participants return to homelessness within 12 months of exit to permanent housing

15	%	15	points
15	%	15	points
15	%	15	points
15	%	15	points

New or Increased Income and Earned Income

- RRH - Minimum percent of participants with new or increased earned income for project stayers
- PSH - Minimum percent of participants with new or increased earned income for project stayers
- TH - Minimum percent of participants with new or increased earned income for project stayers
- TH+RRH - RRH Component - Minimum percent of participants with new or increased earned income for project stayers
- RRH - Minimum percent of participants with new or increased non-employment income for project stayers
- PSH - Minimum percent of participants with new or increased non-employment income for project stayers
- TH - Minimum percent of participants with new or increased non-employment income for project stayers
- TH+RRH - RRH Component - Minimum percent of participants with new or increased non-employment income for project stayers
- RRH - Minimum percent of participants with new or increased earned income for project leavers
- PSH - Minimum percent of participants with new or increased earned income for project leavers
- TH - Minimum percent of participants with new or increased earned income for project leavers
- TH+RRH - RRH Component - Minimum percent of participants with new or increased earned income for project leavers
- RRH - Minimum percent of participants with new or increased non-employment income for project leavers
- PSH - Minimum percent of participants with new or increased non-employment income for project leavers

8	%	2.5	points
8	%	2.5	points
8	%	2.5	points
8	%	2.5	points
10	%	2.5	points
10	%	2.5	points
10	%	2.5	points
10	%	2.5	points
8	%	2.5	points
8	%	2.5	points
8	%	2.5	points
8	%	2.5	points
10	%	2.5	points
10	%	2.5	points

CUSTOMIZE RATING CRITERIA

<input checked="" type="checkbox"/>	TH - Minimum percent of participants with new or increased non-employment income for project leavers	10 %	2.5 points
<input checked="" type="checkbox"/>	TH+RRH - RRH Component - Minimum percent of participants with new or increased non-employment income for project leavers	10 %	2.5 points

Serve High Need Populations *(select from drop-down menu)*

<input checked="" type="checkbox"/>	<input type="text" value="Coordinated Assessment score"/>		
<input checked="" type="checkbox"/>	RRH - Assessment score for XX% of participants indicates RRH or more intensive intervention	95 %	20 points
<input checked="" type="checkbox"/>	PSH - Assessment score for participants indicates PSH with XX% at highest end of PSH range	95 %	20 points
<input checked="" type="checkbox"/>	TH - XX% of participant meet CoC's TH targeting criteria	95 %	20 points
<input checked="" type="checkbox"/>	TH+RRH - RRH Component - Assessment score for XX% of participants indicates RRH or more intensive intervention	95 %	20 points

Project Effectiveness

<input checked="" type="checkbox"/>	RRH - Costs are within local average cost per positive housing exit for project type	Yes	20 points
<input checked="" type="checkbox"/>	PSH - Costs are within local average cost per positive housing exit for project type	Yes	20 points
<input checked="" type="checkbox"/>	TH - Costs are within local average cost per positive housing exit for project type	Yes	20 points
<input checked="" type="checkbox"/>	TH+RRH - RRH Component - Costs are within local average cost per positive housing exit for project type	Yes	20 points
<input checked="" type="checkbox"/>	RRH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10 points
<input checked="" type="checkbox"/>	PSH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10 points
<input checked="" type="checkbox"/>	TH - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10 points
<input checked="" type="checkbox"/>	TH+RRH - RRH Component - Coordinated Entry Participation- Minimum percent of entries to project from CE referral (or alternative system for DV projects)	95 %	10 points
<input checked="" type="checkbox"/>	RRH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10 points
<input checked="" type="checkbox"/>	PSH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10 points
<input checked="" type="checkbox"/>	TH - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10 points
<input checked="" type="checkbox"/>	TH+RRH - RRH Component - Housing First and/or Low Barrier Implementation - CoC assessment of fidelity to Housing First from CoC monitoring or review of project policies and procedures	Yes	10 points

Other and Local Criteria *(select from drop-down menu)*

<input checked="" type="checkbox"/>	<input type="text" value="CoC Monitoring Score"/>	Project is operating in conformance with CoC Standards	Yes	10 points
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Total Maximum Score	RRH projects:	140 points
	PSH projects:	140 points
	TH projects:	140 points
	TH+RRH projects:	140 points

CUSTOMIZE NEW PROJECT RATING TOOL

Experience

	Factor/Goal	Max Point Val
<input checked="" type="checkbox"/> A. Describe the experience of the applicant and sub-recipients (if any) in working with the proposed population and in providing housing similar to that proposed in the application.		15 points
<input checked="" type="checkbox"/> B. Describe experience with utilizing a Housing First approach. Include 1) eligibility criteria; 2) process for accepting new clients; 3) process and criteria for exiting clients. Must demonstrate there are no preconditions to entry, allowing entry regardless of current or past substance abuse, income, criminal records (with exceptions of restrictions imposed by federal, state, or local law or ordinance), marital status, familial status, self-disclosed or perceived sexual orientation, gender identity or gender expression. Must demonstrate the project has a process to address situations that may jeopardize housing or project assistance to ensure that project participation is terminated in only the most severe cases.		10 points
<input checked="" type="checkbox"/> C. Describe experience in effectively utilizing federal funds including HUD grants and other public funding, including satisfactory drawdowns and performance for existing grants as evidenced by timely reimbursement of subrecipients (if applicable), regular drawdowns, timely resolution of monitoring findings, and timely submission of required reporting on existing grants.		5 points

Design of Housing & Supportive Services

<input checked="" type="checkbox"/> A. Extent to which the applicant 1) Demonstrates understanding of the needs of the clients to be served. 2) Demonstrates that type, scale, and location of the housing fit the needs of the clients to be served. 3) Demonstrates that type and scale of the all supportive services, regardless of funding source, meets the needs of clients to be served. 4) Demonstrates how clients will be assisted in obtaining mainstream benefits. 5) Establishes performances measures for housing and income that are objective, measurable, trackable and meet or exceed any established HUD or CoC benchmarks.	15 points
<input checked="" type="checkbox"/> B. Describe the plan to assist clients to rapidly secure and maintain permanent housing that is safe, affordable, accessible, and acceptable to their needs.	5 points
<input checked="" type="checkbox"/> C. Describe how clients will be assisted to increase employment and/or income and to maximize their ability to live independently.	5 points

Timeliness

CUSTOMIZE RATING CRITERIA

A. Describe plan for rapid implementation of the program, documenting how the project will be ready to begin housing the first program participant. Provide a detailed schedule of proposed activities for 60 days, 120 days, and 180 days after grant award. 10 points

Financial

A. Project is cost-effective when projected cost per person served is compared to CoC average within project type. 5 points

B. Organization's most recent audit:

1. Found no exceptions to standard practices 5 points

2. Identified agency as 'low risk' 5 points

3. Indicates no findings 5 points

C. Documented match amount meets HUD requirements. 5 points

D. Budgeted costs are reasonable, allocable, and allowable. 20 points

Project Effectiveness

Coordinated Entry Participation- Minimum percent of entries projected to come from CE referrals 95 % 5 points

Other and Local Criteria

Total Maximum Score

All projects: **115** points

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
 Threshold Review Complete

0%

THRESHOLD REQUIREMENTS	YES/NO
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Stakeholders should NOT assume all requirements are fully addressed through this tool. CoC Program application requirements change periodically and annual NOFAs may provide more detailed guidance. The CoC collaborative applicant and project applicants should carefully review the annual NOFA criteria each year.

Yes to all

HUD THRESHOLD REQUIREMENTS	
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<p>1. Applicant has Active SAM registration with current information.</p>	<input style="width: 100%; height: 20px;" type="text"/>
<p>2. Applicant has Valid DUNS number in application.</p>	<input style="width: 100%; height: 20px;" type="text"/>
<p>3. Applicant has no Outstanding Delinquent Federal Debts- It is HUD policy, consistent with the purposes and intent of 31 U.S.C. 3720B and 28 U.S.C. 3201(e), that applicants with outstanding delinquent federal debt will not be eligible to receive an award of funds, unless:</p> <p style="margin-left: 20px;">(a) A negotiated repayment schedule is established and the repayment schedule is not delinquent, or</p> <p style="margin-left: 20px;">(b) Other arrangements satisfactory to HUD are made before the award of funds by HUD.</p>	<input style="width: 100%; height: 100px;" type="text"/>
<p>4. Applicant has no Debarments and/or Suspensions - In accordance with 2 CFR 2424, no award of federal funds may be made to debarred or suspended applicants, or those proposed to be debarred or suspended from doing business with the Federal Government.</p>	<input style="width: 100%; height: 40px;" type="text"/>
<p>5. Disclosed any violations of Federal criminal law - Applicants must disclose in a timely manner, in writing to HUD, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.338, Remedies for noncompliance, including suspension or debarment. This mandatory disclosure requirement also applies to subrecipients of HUD funds who must disclose to the pass-through entity from which it receives HUD funds.</p>	<input style="width: 100%; height: 60px;" type="text"/>
<p>6. Submitted the required certifications as specified in the NOFA.</p>	<input style="width: 100%; height: 20px;" type="text"/>
<p>7. Demonstrated the population to be served meets program eligibility requirements as described in the Act, and project application clearly establishes eligibility of project applicants. This includes any additional eligibility criteria for certain types of projects contained in the NOFA.</p>	<input style="width: 100%; height: 40px;" type="text"/>
<p>8. Agreed to Participate in HMIS - Project applicants, except Collaborative Applicants that only receive awards for CoC planning costs and, if applicable, UFA Costs, must agree to participate in a local HMIS system. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient or subrecipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database that complies with the federal HMIS data and technical standards. While not prohibited from using HMIS, legal services providers may use a comparable database that complies with federal HMIS data and technical standards, if deemed necessary to protect attorney client privilege.</p>	<input style="width: 100%; height: 80px;" type="text"/>
<p>9. Met HUD Expectations - When considering renewal projects for award, HUD will review information in eLOCCS; Annual Performance Reports (APRs); and information provided from the local HUD CPD Field Office, including monitoring reports and A-133 audit reports as applicable, and performance standards on prior grants. HUD will also assess renewal projects using the following performance standards in relation to the project's prior grants:</p> <p style="margin-left: 20px;">(a) Whether the project applicant's performance met the plans and goals established in the initial application, as amended;</p> <p style="margin-left: 20px;">(b) Whether the project applicant demonstrated all timeliness standards for grants being renewed, including those standards for the expenditure of grant funds that have been met;</p> <p style="margin-left: 20px;">(c) The project applicant's performance in assisting program participants to achieve and maintain independent living and records of success, except HMIS-dedicated projects that are not required to meet this standard; and,</p> <p style="margin-left: 20px;">(d) Whether there is evidence that a project applicant has been unwilling to accept technical assistance, has a history of inadequate financial accounting practices, has indications of project mismanagement, has a drastic reduction in the population served, has made program changes without prior HUD approval, or has lost a project site.</p>	<input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: _____
 Organization Name: _____
 Project Type: _____
 Project Identifier: _____

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
 Threshold Review Complete

0%

THRESHOLD REQUIREMENTS

YES/NO

10. Met HUD financial expectations – If a project applicant has previously received HUD grants, the organization must have demonstrated its ability to meet HUD’s financial expectations. If any of the following have occurred, the project applicant would **NOT** meet this threshold criteria:

- (a) Outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon;
- (b) Audit finding(s) for which a response is overdue or unsatisfactory;
- (c) History of inadequate financial management accounting practices;
- (d) Evidence of untimely expenditures on prior award;
- (e) History of other major capacity issues that have significantly affected the operation of the project and its performance;
- (f) History of not reimbursing subrecipients for eligible costs in a timely manner, or at least quarterly; and
- (g) History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.

11. Demonstrated Project is Consistent with Jurisdictional Consolidated Plan(s) - All projects must be consistent with the relevant jurisdictional Consolidated Plan(s). The CoC will be required to submit a Certification of Consistency with the Consolidated Plan at the time of application submission to HUD.

CoC THRESHOLD REQUIREMENTS

For each requirement, select “Yes” if the project has provided reasonable assurances that the project will meet the requirement, has been given an exception by the CoC or will request a waiver from HUD. Otherwise select “No”.

Coordinated Entry Participation	
Housing First and/or Low Barrier Implementation	
Documented, secured minimum match	
Project has reasonable costs per permanent housing exit, as defined locally	
Project is financially feasible	
Applicant is active CoC participant	
Application is complete and data are consistent	
Data quality at or above 90%	
Bed/unit utilization rate at or above 90%	
Acceptable organizational audit/financial review	
Documented organizational financial stability	

RENEWAL/EXPANSION THRESHOLD REQUIREMENTS

Project Name: _____
Organization Name: _____
Project Type: _____
Project Identifier: _____

Completed projects will be moved to the bottom of the list.

If you would like to change the project type, please do so in the HIC and re-copy the data to the RAW HIC DATA tab, or do so in the LIST OF PROJECTS TO BE REVIEWED.

Renewal/Expansion Projects
Threshold Review Complete

0%

THRESHOLD REQUIREMENTS

YES/NO